



City of Seattle
Department of Education and Early Learning
Dwane Chappelle, Director

Request for Consultant: Families and Education Levy Elementary School Education Consultant

Total Contract Amount: \$ 120,000 - \$ 145,000. Commensurate with qualifications and experience.

Contract Term: Start date: To be agreed upon with successful applicant, preferred start August 2016
End date: August 31, 2017

Closes: Open until filled. Applications will be reviewed on a rolling basis.

Organization Description

The City of Seattle Department of Education and Early Learning (DEEL) administers the Families and Education Levy ("Levy"). The Levy prepares Seattle's children for school, improves their academic achievement, and helps students graduate prepared for college and career. The seven-year Levy has been adopted by Seattle voters four times, most recently in 2011.

The Levy provides approximately \$33 million per year (\$235 million over seven years) to support the academic success of children by investing in early childhood education; K-12 Seattle Public Schools; health clinics and nurses in middle and high schools; and pilot health investments in elementary schools. School investments are awarded on a competitive basis with the goals of ensuring all students are ready for kindergarten, achieve academically and graduate from high school prepared for college or career. Levy investments are designed to allow schools the flexibility to tailor interventions to best meet the needs of their lowest performing students to help reduce the achievement gap. Funded strategies include, but are not limited to, math and reading intervention services; case management support; before and after-school programming; social, emotional and behavioral and family support; summer learning opportunities; and college and career advising. DEEL invests in student outcomes and measures the effectiveness of schools' strategies by tracking academic outcomes such as students meeting state standards in reading and math and indicators such as attendance, English language proficiency, discipline, course completion, and grades.

Scope of Work

DEEL is hiring a full-time Elementary School Education Consultant ("Consultant") to assist the DEEL Elementary School Program and Policy Advisor ("DEEL Advisor") with the oversight, management, and implementation of the Levy's Elementary School Innovation investments during the 2016-17 school year. The Elementary School Innovation grants focus primarily on academic outcomes and indicators for students in grades K-5 and emphasize PreK-3 alignment with Seattle Preschool Program and other early learning providers. The Consultant will work directly with DEEL staff, elementary school leaders and Levy teams, community based organizations partnering with schools, and Seattle Public Schools' central office staff to ensure that Levy funded elementary schools successfully implement their Levy-funded strategies and achieve their annual academic outcome and indicator targets.

Job Responsibilities

- Work directly with the DEEL Advisor to support Levy-funded elementary schools' efforts to realize measurable academic achievement outcomes, reduce the achievement gap, and prepare all students for college and career.

- Work closely with the DEEL Advisor to review and use state, district, and school-level data to identify common areas of need and to inform program and strategy recommendations needed across the elementary school investments.
- Provide technical assistance to Elementary Innovation Schools' leadership and teaching staff including, but not limited to: analyzing student and school data to identify areas of need, identifying educational best practices and resources to affect positive change, and supporting schools in developing early warning indicator systems and progress monitoring tools to refine program implementation efforts.
- Provide technical assistance to prospective Elementary Innovation Schools participating in the RFI process.
- Convene regular meetings with Elementary Innovation School cohort PLCs to review student data, discuss school progress toward academic goals, share best practices, deliver professional development training, and support schools in making strategic course corrections during the school year.
- Conduct regular site visits of schools (at least monthly) to observe implementation of Levy-funded strategies, discuss progress towards goals with Levy staff, and provide research-based materials and strategy ideas to school teams.
- Collaborate with Elementary, Middle, and High School Consultants and DEEL staff to convene common professional development opportunities, as applicable, to promote school collaboration and share best practices.
- Identify key resources and coordinate professional development opportunities throughout the school year to strengthen schools' math, reading, attendance, English language learner, and social, emotional, behavioral and family support strategies.
- Collaborate with other Levy-funded programs and their educational consultants to align common program elements and to ensure maximum coordination and alignment of resources in schools.
- Work closely with Seattle Public Schools' leadership, executive directors, math, literacy, and ELL program staff, as well as Levy-funded community-based organizations, to coordinate services and professional development opportunities.
- Attend all relevant school and district-level meetings concerning Elementary Innovation School program implementation.
- Work in partnership with Seattle Public Schools' budget analysts and school principals to effectively plan, monitor, and modify (as necessary) individual school budgets to ensure spending aligns with approved school plans and maximizes student outcomes.
- Attend monthly Families and Education Levy Oversight Committee meetings and contribute to DEEL reports for the Committee as needed.
- Submit a monthly progress report to the DEEL Advisor summarizing services provided and support requested to better serve schools.

Qualifications

Education

A Bachelor's degree is required. A Master's degree or post-graduate training in education, public administration, or a related field is preferred.

Skills and Experience

- A minimum of five years' experience in elementary education, teaching, serving as a lead teacher, administrator or manager, or serving as an educational consultant.

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- Deep experience in the management of an elementary school including knowledge of curriculum, school operations and management, Common Core State Standards, instructional practices, as well as teacher and leadership professional development.
- Demonstrated success leading strategic educational initiatives that result in measureable positive academic outcomes for struggling students.
- Strong leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization, strategic planning, mentoring and coaching.
- Strong analytical skills including the ability to use quantitative data to inform schools' program decisions and to monitor their performance-based contracts.
- Experience providing leadership, focus, direction and facilitation across organizational lines and to multidisciplinary workgroups.
- Proven ability to collaborate and build relationships with internal and external stakeholders and diverse communities.
- Strong strategic planning and project management skills.

Job Requirements

- Expected to work full time with the flexibility to work as needed to accommodate early morning, evening, and occasional weekend meetings.
- The Consultant will primarily work from home and will be expected to travel to school sites on a regular basis.
- The Consultant will enter into an initial contract dependent upon date of hire. The contract may be renewed annually on a 9/1-8/31 timeline in subsequent years.
- The successful applicant will be required to acquire a Washington State Business License and City of Seattle Business License, sign an equal benefits compliance declaration (available upon request), and provide proof of insurance coverage (commercial general liability, automobile liability, and worker's compensation naming the City of Seattle as an additional insured).

Please visit the Department of Education and Early Learning's web page for more information about Families and Education Levy investments: <http://www.seattle.gov/education/>

To Apply:

Please send a resume and cover letter via email to Dana Harrison, Dana.Harrison@seattle.gov. Applications will be reviewed on a rolling basis.